

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 6, 2007

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TITLE:	Program Compliance/Program Manager
POSITION NO:	00207
LOCATION:	Child & Family Services, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA-MFT
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 20, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Transcripts are required at time of application.

This position travels approximately 30% of the time (statewide program audits, training, technical assistance, meetings); therefore, the successful candidate must have a valid Montana Driver's License. The incumbent will need to utilize transport equipment such as a dolly/cart when transporting records and review materials to review destinations and back. The Program Manager position requests, maintains, utilizes, and must safeguard sensitive, confidential and protected health care information in the course of conducting contract compliance reviews and other duties as assigned. This position is a mandated reporter of child abuse and neglect.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required experience. Pay dependent on education and experience.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:
All successful applicants will be required to sign a release

form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position conducts desk audits, on-site Child & Family Services Division (CFSD) services such as Child and Family Services peer case reviews; assures that planning includes research, evaluation, and quality assurance; represents Program Bureau in collaborative planning, training, consultation and technical assistance to CFSD staff and CFSD contracted service providers. This position is responsible for policy development, identification of service delivery gaps, operation and institutionalization of family-centered practices established by the division. The person in this position is team lead for oversight, data analysis and reporting outcomes for the CFS peer case reviews.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of program planning, coordination and administration of applicable federal and state legislation, rules, regulations and policies concerning child protective services, foster care and adoption services; theory, practice, and effectiveness of child protection, foster care, permanency and adoption programs and services; family and children's services systems, standards of good practice in child protection social work and the relationship between these and effectiveness in service delivery; human services, organizational and management literature for research, information development, planning, problem-solving and consensus-building; principles of organization development and improvement through collaborative methods; federal, state, and private funding sources of related services; and federal and state requirements and initiatives concerning out-of-home care and therapeutic interventions.

Skills: Skill in consensus-building methods and strategies; interpersonal communication; technical writing; program planning and accountability; problem-solving; analysis and interpretation; negotiation and conflict management; interpreting complex state and federal regulations and policies; computer equipment and software including Word and Excel; and accurate typing.

Abilities: Ability to identify and gain consensus on goals and objectives necessary for accomplishment of agency's mission; work independently with general supervision; establish effective, collaborative working relationships with a variety of

constituencies; independently research and analyze information; independently prepare management reports and studies containing findings and recommendations for management; advise and consult with management on impacts of proposed policies on client and organizational outcomes; and prepare and defend professional documents and proposals.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work or related human services field **AND** five years experience in child protective services with progressively responsible experience in child protective services such as investigation of child abuse and neglect allegations, case management, and working directly with children and families who are at risk of abuse and neglect **OR** Master's degree **AND** three years direct field experience in child protective services. Other equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev. 05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school is **due at time of application**. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.